

# Managing Your Priorities

## **OVERVIEW**

*Rapid change, flatter structures, and cross-functional duties mean that individuals today must assume greater responsibility for managing their own tasks. To do that, employees need to know how to handle competing priorities, shift gears smoothly, and coordinate and negotiate responsibilities, schedules, and resources with others.*

*The activities in this unit provide the awareness and skills participants need to make better decisions about their daily work. Participants learn techniques that help them deal with complex interpersonal interactions, build strong work relationships, and increase their overall productivity, even in an environment where changing priorities are a daily reality.*

## **LEARNING OBJECTIVES**

- Explain why the ability to manage competing priorities is an important skill in today's workplace.
- Review individual priorities as the basis for communicating clearly with others about what must be done to meet important goals.
- Handle interruptions and requests for help in ways that build or maintain good working relationships.
- Clarify expectations for tasks they need to perform.
- Analyze their own needs and work with others to identify ways to handle competing priorities.
- Decide when to delegate or hand off tasks and how to do this effectively.

## **INTERPERSONAL TECHNIQUES**

- Say when
- Learn more
- Ask for help
- Give it away

## **TYPICAL TIME INVESTMENT**

Time commitment varies. Please discuss with your certified AchieveGlobal Facilitator or the Authorized Distribution Partner. (4 hours)

